

# **VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**

## **FINANCIAL STATEMENTS AND REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

**December 31, 2013**

**CASCIO & SCHMIDT, LLC**  
**Certified Public Accountants**

# **VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**

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# CASCIO & SCHMIDT, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

### REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Directors  
Vietnamese Initiatives in Economic Training

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of Vietnamese Initiatives in Economic Training (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Vietnamese Initiatives in Economic Training as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on summarized Comparative Information**

We have previously audited Vietnamese Initiatives in Economic Training's 2012 financial statements, and our report dated June 20, 2013, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2012, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matters Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental combined statement of activities on pages 11- 12 is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2014, on our consideration of Vietnamese Initiatives in Economic Training's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Vietnamese Initiatives in Economic Training's internal control over financial reporting and compliance.



Metairie, Louisiana  
June 25, 2014

# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## STATEMENT OF FINANCIAL POSITION

December 31, 2013

		Summarized Comparative Information December 31, 2012
<b>ASSETS</b>		
Cash	\$ 91,286	\$ 10,434
Grants receivable (Notes A5 and B)	57,613	258,829
Prepaid expenses	<u>4,675</u>	<u>-</u>
Total current assets	<u>153,574</u>	<u>269,263</u>
Total assets	\$ <u>153,574</u>	\$ <u>269,263</u>
<b>LIABILITIES</b>		
Note payable (Note C)	\$ 72,497	\$ -
Accounts payable	<u>2,732</u>	<u>160,287</u>
Total current liabilities	<u>75,229</u>	<u>160,287</u>
<b>COMMITMENTS (Note F)</b>	-	-
<b>NET ASSETS</b>		
Unrestricted	78,345	41,344
Temporarily restricted	<u>-</u>	<u>67,632</u>
Total Net Assets	<u>78,345</u>	<u>108,976</u>
Total Liabilities and Net Assets	\$ <u>153,574</u>	\$ <u>269,263</u>

The accompanying notes are an integral part of this statement.

# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## STATEMENT OF ACTIVITIES

Year ended December 31, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>	<u>Summarized Comparative Information Year ended December 31, 2012</u>
<b>REVENUES</b>				
Grants	\$ -	\$ 631,015	\$ 631,015	\$ 1,812,705
Contributions	81,652	-	81,652	98,327
Program fees	41,750	-	41,750	
Other	15,533	-	15,533	73,272
Net assets released from restriction	<u>698,647</u>	<u>(698,647)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>837,582</u>	<u>( 67,632)</u>	<u>769,950</u>	<u>1,984,304</u>
<b>EXPENSES</b>				
Personnel	622,507	-	622,507	927,922
Direct assistance	-	-	-	858,200
Operating services	37,227	-	37,227	43,988
Operating supplies	45,497	-	45,497	103,581
Professional services	40,496	-	40,496	54,227
Training	4,806	-	4,806	23,636
Equipment/maintenance	6,386	-	6,386	11,620
Transportation	13,371	-	13,371	41,066
Grounds, maintenance & improvement	3,464	-	3,464	20,190
Events/field trips	24,930	-	24,930	28,082
Other	<u>1,897</u>	<u>-</u>	<u>1,897</u>	<u>158,612</u>
Total Expenses	<u>800,581</u>	<u>-</u>	<u>800,581</u>	<u>2,271,124</u>
INCREASE (DECREASE) IN NET ASSETS	37,001	( 67,632)	( 30,631)	( 286,820)
NET ASSETS, BEGINNING OF YEAR	<u>41,344</u>	<u>67,632</u>	<u>108,976</u>	<u>395,796</u>
NET ASSETS, END OF YEAR	\$ <u>78,345</u>	\$ <u>-</u>	\$ <u>78,345</u>	\$ <u>108,976</u>

The accompanying notes are an integral part of this statement.

# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## STATEMENT OF CASH FLOWS

Year ended December 31, 2013

		Summarized Comparative Information Year ended December 31, 2012
<b>Cash Flows from Operating Activities</b>		
Grant revenue	\$ 832,231	\$ 1,712,956
Other	<u>138,935</u>	<u>171,599</u>
	971,166	1,884,555
Payments to employees and suppliers	(961,489)	(2,128,063)
Interest expense	<u>(1,322)</u>	<u>( - )</u>
Net Cash Provided (Used) by Operating Activities	8,355	( 243,508)
<b>Cash Flows from Investing Activities</b>	-	-
<b>Cash Flows from Financing Activities</b>		
Line of credit draws	117,497	-
Line of credit payments	<u>( 45,000)</u>	<u>-</u>
Net Cash Provided by Financing Activities	72,497	-
Net Increase (Decrease) in Cash and Cash Equivalents	80,852	( 243,508)
Cash and Cash Equivalents at Beginning of Year	<u>10,434</u>	<u>253,942</u>
Cash and Cash Equivalents at End of Year	\$ <u><u>91,286</u></u>	\$ <u><u>10,434</u></u>
<b>Reconciliation of Increase in Net Assets to Net Cash (Used) by Operating Activities</b>		
Increase (decrease) in net assets	\$ ( <u>30,631</u> )	\$ ( <u>286,820</u> )
Adjustments to reconcile increase in net assets to net cash provided (used) by operating activities:		
(Increase) in receivables	201,216	( 99,749)
Increase(decrease) in accounts payable	(157,555)	143,061
(Increase) in prepaid expenses	<u>( 4,675)</u>	<u>-</u>
	<u>38,986</u>	<u>43,312</u>
Net Cash Provided (Used) by Operating Activities	\$ <u><u>8,355</u></u>	\$ ( <u><u>243,508</u></u> )
Interest paid	\$ 1,320	-

The accompanying notes are an integral part of this statement.

# **VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2013**

### **NOTE A - SUMMARY OF ACCOUNTING POLICIES**

A summary of the Corporation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follow.

#### **1. Nature of Activities**

Vietnamese Initiatives in Economic Training is a nonprofit Louisiana corporation established to assist members of the Vietnamese community to develop social, economic, recreational and educational programs, and in launching and successfully operating new business ventures. Operations began in 2001.

#### **2. Presentation of Financial Statements**

The Corporation's financial statements are presented in accordance with the requirements established by the Financial Accounting Standards Board (FASB), Accounting Standards Codification (ASC) as set forth in FASB ASC 958. Accordingly, the net assets of the corporation are classified to present the following classes: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets. There were no permanently restricted net assets.

Net assets of the restricted class are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted, and are reported as part of the unrestricted class.

#### **3. Revenue Recognition**

For financial reporting, the corporation recognizes all contributed support as income in the period received. Contributed support is reported as unrestricted or restricted depending on the existence of donor stipulations that limit the use of the support. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets and permanently restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as "net assets released from restrictions".

Grant revenue is recognized as it is earned in accordance with approved contracts.

#### **4. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.



# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

### NOTE A - SUMMARY OF ACCOUNTING POLICIES - CONTINUED

#### 5. Receivables

The corporation considers accounts receivable to be fully collectible since the balance consists principally of payments due under governmental contracts. If amounts due become uncollectible, they will be charged to operations when that determination is made.

#### 6. Property and Equipment

Donated assets are recorded at the estimated value at the time of donation. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, principally on the straight-line method

It is the policy of the corporation to capitalize all property and equipment with an acquisition cost in excess of \$5,000.

#### 7. Income Taxes

The Corporation is a not-for-profit organization that is exempt from income taxes under Section 501 (c) (3) of the Internal Revenue Code.

#### 8. Fair Values of Financial Instruments

The carrying amounts of cash and cash equivalents reported in the statement of financial position approximate fair values because of the short maturities of those instruments.

#### 9. Cash Equivalents

For the purpose of the statement of cash flows, the Corporation considers all investments with original maturities of three months or less to be cash equivalents.

#### 10. Subsequent Events

The subsequent events of the corporation were evaluated through the date the financial statements were available to be issued (June 25, 2014).

#### 11. Summarized Comparative Information

Prior year columns are captioned "Summarized Comparative Information" to indicate that they are presented only to assist with financial analysis. Data in these columns do not present financial position, results of operations or changes in net assets in conformity with generally accepted principles. Neither is such data comparable to a consolidation.

# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

### NOTE B - GRANTS RECEIVABLE

Grants receivable at December 31, 2013, are as follows:

Louisiana Department of Children and Family Services - SNAP	\$ 10,238
Louisiana Office of Community Development	26,543
Community Health Workers Program	13,031
Alliance Institute	7,801
	<u>\$ 57,613</u>

### NOTE C - LINE OF CREDIT

Vietnamese Initiatives in Economic Training has a \$250,000 line of credit at a financial institution. At December 31, 2013, \$72,497 has been drawn and is outstanding.

### NOTE D - INCOME TAXES

The corporation is exempt from corporate income taxes under Section 501(c)(3) of the Internal Revenue Code.

Vietnamese Initiatives In Economic Training has adopted the provisions of FASB ASC 740-10-25, which requires a tax position be recognized or derecognized based on a "more likely than not" threshold. This applies to positions taken or expected to be taken or expected to be taken in a tax return. Vietnamese Initiatives In Economic Training does not believe its financial statements include any uncertain tax positions. Vietnamese Initiatives In Economic Training's tax returns for the years ended December 31, 2011, 2012 and 2013 remain open and subject to examination by taxing authorities. The return for the year 2013 has not yet been filed.

### NOTE E - SCHEDULE OF FUNCTIONAL EXPENSES

	Program Expenses	General	Total
Personnel	\$ 561,181	\$ 61,326	\$ 622,507
Operating services	16,050	21,177	37,227
Operating supplies	31,522	13,975	45,497
Professional services	9,984	30,512	40,496
Training	2,094	2,712	4,806
Equipment/maintenance	2,178	4,208	6,386
Transportation	13,049	322	13,371
Ground maintenance & improvement	282	3,182	3,464
Events/field trips	20,879	4,051	24,930
Other	-	1,897	1,897
Total	<u>\$ 657,219</u>	<u>\$ 143,362</u>	<u>\$ 800,581</u>

# **VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**

## **NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**December 31, 2013**

### **NOTE F - OPERATING LEASE COMMITMENT**

Vietnamese Initiatives In Economic Training moved to facilities at 13435 Granville Street, New Orleans, LA, in May 2011. The lease at the new facility is a 20 year operating lease, with two five year renewal options. The premises are rent free, in exchange for the Lessee's commitment to renovate and maintain the premises, until March 2016, at which time the rent will be \$1,000 per month for five years, to March 2021, then the rent increases to \$1,100 per month for the next five years to March 2026, then the rent increases to \$1,210 per month for five more years to March 2031.

### **NOTE G- BOARD OF DIRECTORS' COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation was paid to any board member.

### **NOTE H- ECONOMIC DEPENDENCY**

The Corporation receives a substantial amount of its revenue from funds provided through governmental grants. If significant budget cuts are made at the State and Federal level, the amount of the funds the organization receives could be reduced significantly and have an adverse impact on its operations. At the time of completion of the examination of the Corporation's financial statements, management was not aware of any actions taken that would adversely affect the amount of funds the organization will receive in the next fiscal year.

Approximately 56% of the corporation's support for the year was from governmental grants.

## **SUPPLEMENTAL INFORMATION**

# VIETNAMESE INITIATIVES IN ECONOMIC TRAINING

## COMBINED STATEMENT OF ACTIVITIES

Year ended December 31, 2013

	21 <sup>st</sup> Century Co-hort 7.5 (3)	Community Health	Alliance Institute	Expanded Learning
REVENUE				
Grant appropriations	\$ 152,396	\$ 13,031	\$ 40,529	\$ 110,176
Contributions	-	-	-	-
Program fees	-	-	-	-
Other	-	-	-	-
Total Revenue	<u>152,396</u>	<u>13,031</u>	<u>40,529</u>	<u>110,176</u>
EXPENSES				
Personnel	106,417	11,213	42,433	128,382
Operating services	6,039	-	50	-
Operating supplies	12,169	-	238	9,871
Professional services	6,657	-	-	2,000
Training	95	-	236	1,248
Equipment/maintenance	164	-	-	-
Transportation	1,749	48	136	1,173
Grounds, maintenance & improvements	-	-	-	-
Events/field trips	2,080	-	-	-
Other	-	-	-	-
Total expenses	<u>135,370</u>	<u>11,261</u>	<u>43,093</u>	<u>142,674</u>
INCREASE (DECREASE) IN NET ASSETS	17,026	1,770	( 2,564)	( 32,498)
Transfer to/from General	( 17,026)	( 1,770)	(12,206)	( 20,364)
NET ASSETS, BEGINNING OF YEAR	<u>-</u>	<u>-</u>	<u>14,770</u>	<u>52,862</u>
NET ASSETS, END OF YEAR	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**  
**COMBINED STATEMENT OF ACTIVITIES - Continued**  
**Year ended December 31, 2013**

	Office of Community Development	NORDC	SNAP	General and Administration	Total
REVENUE					
Grant appropriations	\$ 152,178	\$ 112,879	\$ 20,755	\$ 29,071	\$ 631,015
Contributions	-	-	-	81,652	81,652
Program fees	-	29,413	-	12,337	41,750
Other	-	-	-	15,533	15,533
Total Revenue	<u>152,178</u>	<u>142,292</u>	<u>20,755</u>	<u>138,593</u>	<u>769,950</u>
EXPENSES					
Personnel	148,343	98,882	25,511	61,326	622,507
Operating services	320	5,220	4,421	21,177	37,227
Operating supplies	1,479	7,538	227	13,975	45,497
Professional services	1,327	-	-	30,512	40,496
Training	-	515	-	2,712	4,806
Equipment/maintenance	-	2,014	-	4,208	6,386
Transportation	709	9,234	-	322	13,371
Grounds, maintenance & improvement	-	75	207	3,182	3,464
Events/field trips	-	18,799	-	4,051	24,930
Other	-	-	-	1,897	1,897
Total expenses	<u>152,178</u>	<u>142,277</u>	<u>30,366</u>	<u>143,362</u>	<u>800,581</u>
INCREASE (DECREASE) IN NET ASSETS	-	15	( 9,611)	( 4,769)	( 30,631)
Transfer to/from General	-	( 15)	9,611	41,770	-
NET ASSETS, BEGINNING OF YEAR	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,344</u>	<u>108,976</u>
NET ASSETS, END OF YEAR	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>78,345</u>	\$ <u>78,345</u>

# **CASCIO & SCHMIDT, LLC**

## **CERTIFIED PUBLIC ACCOUNTANTS**

FRANCIS J. CASCIO, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
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SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

### **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Vietnamese Initiatives in Economic Training

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Vietnamese Initiatives in Economic Training (a nonprofit corporation) which comprise the statement of financial position as of December 31, 2013 and the related statements of activities, and cash flows and for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 25, 2014.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements we considered Vietnamese Initiatives in Economic Training's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Vietnamese Initiatives in Economic Training's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Vietnamese Initiatives in Economic Training's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify deficiency in internal control, described in the accompanying schedule of findings and responses that is considered to be a significant deficiency, item 2013-1.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Vietnamese Initiatives in Economic Training's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Standards Auditing* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for an other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Cassio & Schmidt, L.P.C.*

Metairie, Louisiana  
June 25, 2014



# **VIETNAMESE INITIATIVES IN ECONOMIC TRAINING**

## **SCHEDULE OF FINDINGS AND RESPONSES**

**Year ended December 31, 2013**

### **A. Summary of Auditor's Results**

1. The Auditor's report expresses an unmodified opinion on the financial statements.
2. One significant deficiency relating to the audit of the financial statements is reported in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements were noted.

### **B. Findings - Financial Statement Audit**

#### **2013 - 1 Expenditure Approvals**

Condition: Several disbursements lacked approval for payment.

Recommendation: We recommend that all check requisition for payment forms be completed and signed by an authorized person.

Response: See Corrective Action Plan.

### **C. Questioned Costs**

There were no questioned costs for the year ended December 31, 2013.

### **D. Status of Prior Year Audit Findings**

There were no prior year audit findings.



**Celebrating 10 Years of Community Services**  
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[facebook.com/vietno1](https://facebook.com/vietno1)

#### **Family First Program**

Expanded Learning Time

Expanded Summer  
Adventure

Free Tax Preparation  
Service

English as a Second  
Language (ESL) Classes

Shining Stars Senior  
Program

Family Case Management  
Services

#### **Financial Management: A Second Language**

Technical Assistance: Loan  
Packing & New Business  
Startup

Financial Education  
Workshops

Business Networking

Tax Education and  
Remediation Services

#### **Let's Move Again!**

Day of PLAY

Boo in Michoud

Breast Cancer  
Awareness

Senior Olympics

#### **SNAP (Supplement Nutritional Assistance Program) GOLD Level Community Partner**

VIET works to  
develop educational  
and economic  
training programs  
and act as a  
resource center for  
minority residents  
in Louisiana.

501c3 tax exempt

### **Corrective Action Plan**

#### **2013 - 1 Expenditure Approvals**

We have developed a Check Requisition Form which includes the purpose of the payment, the program to be charged, and the signature of the person authorized to approve the payment of the check. All Check Requisition Forms will have vendor invoice(s) attached.

All requisitions for checks will be approved before payment is made.